



Apprenticeship State Expansion (ASE) Grant Resource Guide



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Introduction

About the Apprenticeship State Expansion (ASE) Grant

The Apprenticeship State Expansion (ASE) Grant is a federal grant from the United States Department of Labor (DOL) that has been awarded to the State of Georgia to promote the creation of Registered Apprenticeship Programs (RAPs) throughout the state. This grant is administered through the Technical College System of Georgia's Office of Workforce Development (OWD) and provides reimbursement funding to both employers and sponsors (e.g. technical colleges) for the costs associated with apprentice participation in a RAP.

There are three main objectives of this grant, as outlined by federal guidance:

1. Increase the number of apprentices in RAPs
2. Increase diversity of apprenticeship participants and industries
3. Further integrate RAPs into state and local workforce development, education, and economic development strategies and programs.

Through the ASE grant efforts, the Technical College System of Georgia's (TCSG) Office of Workforce Development (OWD) and the consortium of TCSG's 22 colleges have established a strong commitment to strengthen and expand relationships with industry partners and increase the number of apprentices across the state of Georgia.

About Registered Apprenticeship Programs in Georgia

A Registered Apprenticeship Program (RAP) is an employer-led workforce development model and strategy designed to provide employers with additional support to train skilled workers and meet growing workforce needs. RAPs serve as valuable investments into local workforce as they combine real work experience with classroom learning all while providing a paid job to apprentices. Furthermore, registered apprentices not only benefit from acquiring and mastering high-demand skills, but also tend to achieve higher wages, and more upward mobility within their employer and industry.

Currently, Georgia has more than 9,300 active apprentices in Registered Apprenticeship Programs.



Apprenticeship State Expansion (ASE) Grant

Apprenticeship State Expansion (ASE) Grant Reimbursement Fund

To promote and support the expansion of RAPs throughout the State of Georgia, TCSG OWD has established the Apprenticeship State Expansion (ASE) Grant Reimbursement Fund, which will reimburse both employers and apprenticeship sponsors for the eligible costs incurred to enroll and employ registered apprentices.

Employers

Employers participating in a RAP are eligible for up to \$1,000.00 of reimbursable costs per new apprentice created or enrolled during the grant period (July 01, 2019 thru June 30, 2022). Reimbursements are only allowed after the completion of the new apprentice's probationary period, which is 25% of the total length of the apprenticeship program. (Example: 6-month probationary period for a 2-year RAP). Additionally, employers may permit sponsors to request reimbursement for expenses on behalf of employer with employer's written permission on official letterhead.

Eligible expenses for reimbursement include:

- Costs of tuition, fees, books, supplies, and assessments associated with related technical instruction (RTI)
- Tools and supplies associated with On-the-Job Learning (OJL)
Equipment for the employer is not eligible for reimbursement.
- Supportive services for the registered apprentice to participate in the RAP

Ineligible expenses for reimbursement

- Apprenticeship Recruitment and related activities
- Apprentice Wages or Mentor Wages

Sponsors

Sponsors of RAPs are eligible for up to \$300.00 of reimbursable costs per new apprentice enrolled and supported during the grant period (July 01, 2019 thru June 30, 2022) *. Reimbursements are only allowed after the completion of the new apprentice's probationary period, which is 25% of the total length of the apprenticeship program. (Example: 6-month probationary period for a 2-year RAP).

Eligible expenses for reimbursement include:

- Administrative costs associated with the development of RAPs for enrolled apprentices or the enrollment and support of active apprentices

*If the employer also serves as sponsor, they are eligible for a total potential reimbursement of \$1,300.00 per apprentice participating in the ASE grant.



Targeted Industries for ASE Grant

This grant will be utilized to target Georgia's seventeen identified high demand industry areas. Each one of these industries has been recognized as vital to Georgia's economy, and therefore, has designated educational opportunities in these areas to offer free tuition throughout the state's 22 technical colleges. These seventeen areas include:

- Automotive Technology
- Aviation Technology
- Certified Engineer Assistant
- Commercial Truck Driving
- Computer Programming
- Computer Technology
- Construction Technology
- Diesel Equipment Technology
- Early Childhood Care and Education
- Electrical Lineman Technology
- Health Science
- Industrial Maintenance
- Logistics/Transportation Technology
- Movie Production Set Design
- Practical Nursing
- Precision Manufacturing
- Welding and Joining Technology

Registered Apprenticeship Program Eligibility

In order to receive reimbursement from the ASE Grant, the apprenticeship program must (1) be a U.S. Department of Labor recognized Registered Apprenticeship Program, and (2) be an "apprenticeable" occupation that falls under the 17 target industries listed above.

Registered Apprentice Eligibility

To qualify as an eligible apprentice under the ASE grant, the individual must be:

- At least 16 years of age or older; and
- Newly enrolled in a qualified Registered Apprenticeship Program after July 1, 2019; and
- Directly participating in the ASE-funded service, which includes, but is not limited to, OJL, RTI, supportive services, etc.

How to Participate in the ASE Grant

- 1. Become a DOL-recognized Registered Apprenticeship Program**
 - To learn more about becoming a Registered Apprenticeship Program, visit www.apprenticeship.gov.
- 2. Contact TCSG's Office of Workforce Development**
 - Contact an OWD Apprenticeship Specialist, or
 - Email the Apprenticeship Team at apprenticeship@tcsq.edu
- 3. Complete ASE Registered Apprenticeship Program Forms**
 - DOL Registered Apprenticeship Documents
 - State of Georgia Vendor Forms



- 4. Receive eligibility approval from OWD**
 - Sign ASE Grant MOU with TCSG

- 5. Complete ASE Apprentice Forms for each apprentice**
 - ETA Form 671 (Apprenticeship Agreement)
 - Apprentice Supplemental Form
 - Copy of Photo Identification
 - Pre-Apprentice Supplemental Information Form (if applicable)

- 6. Submit Reimbursement Requests**
 - ASE Grant Request Reimbursement Form(s) must be submitted with applicable apprentice information. Approved reimbursements will be processed on a quarterly basis.
 - Applicable invoices or receipts are required to be submitted with form.

- 7. Complete Follow-Up**
 - Sponsors that have received ASE Grant funding must provide four quarters of follow-up (employment, earnings, etc.) for each apprentice after RAP completion for grant performance purposes.
 - OWD will assist sponsor with the collection of this information.

Disclaimer: TCSG OWD ASE Grant Resource Guide was developed based upon grant guidelines, original grant award, subsequent grant modifications, and TCSG policies.



Registered Apprenticeship Programs (RAPs)

What is a Registered Apprenticeship?

RAPs are an industry-driven training model that is connected to a high-quality career pathway where employers can develop and prepare their future workforce, and individuals can obtain paid work experience, classroom instruction, and a nationally-recognized, portable credential.

RAPs are apprenticeships that have been validated by the U.S. Department of Labor, which ensures the utmost quality for both worker and employer.

Benefits for Business

- Highly-skilled employees
- Stronger employee retention
- Higher productivity
- More diverse workforce

Benefits for Workforce

- Increased skills
- Higher wages
- Nationally-recognized credential
- Career Advancement & Upward Mobility

Components of Registered Apprenticeship

- **Paid Job** - Apprentices are paid employees on day one of the apprenticeship who produce high-quality work while they learn skills that enhance their employers' needs.
- **On-the-Job Learning**- Apprentices become skilled workers through structured learning in a work setting at their employer.
- **Classroom Learning** – Apprentices are also learning job-related skills through education in a classroom setting (virtual or in-person).
- **Mentorship** – Each apprentice has the direct support of a skilled worker to assist and enhance critical hands-on learning at the employer.
- **Credentials** – Apprentices work toward obtaining a nationally-recognized credential to be issued at the completion of the program.

Who is involved in a Registered Apprenticeship?

1. **Apprentice(s)** – In order to participate in a RAP, the apprentice must be at least 16 years of age, and ready to participate in a full-time education and training program for the length of the RAP.
2. **Employer** - In order to participate in a RAP, the employer employs the apprentice on “day one” of the program, and must be an active part of the development and duration of the apprenticeship program. The employer provides the On-the-Job Learning (OJL) portion of the apprenticeship.
3. **Sponsor** – Apprenticeship sponsors are any employer, association, committee, or organization that operates a Registered Apprenticeship Program. This entity assumes



the full responsibility for administration and operation of the apprenticeship program. Sponsors can be a single business or a consortium of businesses. Alternatively, the sponsor can be a workforce intermediary, such as an industry association or a labor-management organization. Community colleges and community-based organizations can also serve as sponsors of apprenticeship programs. Sponsors may design and execute apprenticeship programs, provide jobs to apprentices, oversee training development, and provide hands-on learning and technical instruction for apprentices.

4. **Education Provider** – Every RAP must have a designated classroom portion, referred to as related technical instruction (RTI), where apprentices learn the theoretical and technical knowledge base necessary to become a successful high-skilled employee. It also provides additional practice and understanding of job-related skills and knowledge learned at work.

All RAPs vary and customized to the employers and occupations they serve. For this reason, entities involved in a RAP can have multiple roles. For example, employers can be apprenticeship sponsors, or apprenticeship sponsors can provide classroom education, etc. It is highly recommended that during the development of the RAP, employers, RTI providers, and sponsors work closely with USDOL and TCSG's Office of Workforce Development.

Registered Apprenticeship Program Development Resources

- [Quick Start Toolkit: Building Registered Apprenticeship Programs](#)
This digital guide provides a step-by-step outline of registered apprenticeships are built and launched.
- [Discover Apprenticeship Factsheet](#)
This one-pager outlines what a registered apprenticeship is and how to get started depending on your role.
- [U.S. Department of Labor, Apprenticeship Website](#)
For more resources about registered apprenticeships and other related opportunities, visit the Office of Apprenticeship website.



Information for Employers acting as their own sponsors or RTI providers

Companies seeking to act as their own sponsor or RTI provider must have the following approvals from USDOL before TCSG-administered grant funding can be authorized and distributed.

- US DOL Requirements:
 - Work Process Schedule & Related Instruction Outline
 - Apprenticeship Agreement
 - Affirmative Action Plan
 - Qualification & Selection Procedures
 - Employer Acceptance Agreement
 - National Guideline & Apprenticeship Standards of Apprenticeship
 - ETPL registration
 - RAPIDS registration

Selection Process & Apprentice Eligibility

Per USDOL standards and guidelines, employers will abide by the company's internal human resources selection process, recruitment policies, and procedures for eligible employees in the Registered Apprenticeship Program. OWD and TCSG's college representatives are available to provide assistance as it relates to the selection and eligibility process.

TCSG OWD & Technical College Policies

All of TCSG's 22 technical colleges are open-access as defined below:

Title IX

Title IX of the Education Amendments Act of 1972 is a federal law that states, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Equity

The Technical College System of Georgia and its constituent technical colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all TCSG and technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life and athletics. It also applies to the recruitment and employment of personnel and the contracting for goods and services.



TCSG and the technical colleges are expected to promote the full realization of equal opportunity through affirmative and continuing practices. TCSG and each technical college shall develop Affirmative Action Plans based on federal guidelines to ensure compliance with applicable mandates. Each is required to report and monitor Affirmative Action Plan data as directed by federal compliance guidelines.

ADA Section 508

According to Section 508 of the Rehabilitation Act of 1973, the Web Content Accessibility 2.0 A and AA Guidelines (WCAG), the World Wide Web Consortium (W3C) Guidelines, and under direction from TCSG, all Electronic Information Technology (EIT) content is required to be accessible to all.



How to Align Registered Apprenticeship with WIOA

One of the administrative functions of the Technical College System of Georgia Office of Workforce Development (OWD) is to encourage the utilization of workforce system funding and resources, such as the Workforce Innovation and Opportunity Act (WIOA), toward the costs associated with Registered Apprenticeship Programs. WIOA funding made available for RAPs is administered through Georgia's 19 Local Workforce Development Boards (LWDBs), which may adopt area-specific eligibility and funding parameters.

Generally, there are various ways that WIOA can be used to support Registered Apprenticeships including covering classroom instruction, on-the-job trainings, customized training, and incumbent worker training costs. WIOA services used in support of apprenticeship includes:

Individualized Training Accounts (ITAs): When included on the State's Eligible Training Provider List (ETPL) Registered Apprenticeship Sponsors are eligible to receive direct payment for tuition costs for WIOA-eligible participants via ITAs. ITAs can also cover classroom materials and supplies such as books, lab equipment, etc. This is the most common way WIOA supports apprenticeship in Georgia.

On-the-Job Training (OJT): Under WIOA, OJT programs may be established with employers to support the hands on on-the-job learning component of Registered Apprenticeship programs. OJT programs are contract-based, and reimburse an employer for a portion of the apprentices training wages for a specified amount of time. LWDBs typically reimburse up to 50% of apprentice wage rates for apprentices that are deemed WIOA-eligible. OJT programs are intended for new employees of an employer.

Supportive Services: Depending on the amount of available WIOA funds, supportive services can be in used to offset expenses such as childcare or transportation costs of an apprentice or pre-apprentice if they are WIOA eligible.

Customized Training: WIOA funds can be used to support a percentage of a business' customized training needs for an apprenticeship. Customized Training programs offset an employer's training costs associated with newly hired WIOA-eligible apprentices.

Incumbent Worker Training (IWT): Under WIOA, IWT programs may be established with employers to help offset the training costs associated with upskilling existing employees. These costs include, tuition and registration, instructor wages, materials, certification costs, and offsite training costs (rental space, etc.). IWT programs are intended for existing employees of an employer, and do not have to be WIOA eligible.

Pre-apprenticeship: Pre-apprenticeship can be supported with WIOA youth funds, specifically through Work Experience, to develop basic skills, earn industry credentials, and other activities



used to prepare individuals for a Registered Apprenticeship. Pre-apprentices must be WIOA-eligible to receive funding, and typically designated as Out-of-School Youth (OSY).

Eligible Training Provider List (ETPL) Registration

In many scenarios, RAPs must be added to the ETPL in order to receive WIOA funding. All USDOL-recognized RAPs are automatically eligible to be included on the list, but must submit an information form before being placed on the State ETPL. To begin this process, please contact Norris Smith (NSmith@tcsg.edu), ETPL Specialist, and visit the [OWD website](#).

Please reach out to an OWD Apprenticeship Specialist to help identify the appropriate LWDB contact and facilitate an introduction and conversation.



Technical Assistance and Support

OWD Apprenticeship team staff is available to offer technical assistance.

Employers and sponsors who may not be eligible or interested in the Registered Apprenticeship opportunities under the ASE grant may still be referred to the TCSG, Office of Workforce Development Apprenticeship Team to learn more about other opportunities and resources that may be available to employers.

TCSG Office of Workforce Development – Apprenticeship Team Contacts

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